

Functional Area WBS #: 11 Training and Qualification

Completed by: D.S. Kirschner (ANL-W) O.V. Hester (INEEL)

FUNCTIONAL AREA SUMMARY FORM

(ANL-W & INEEL Laboratory Consolidation to INL)

Consider facilities, hardware, processes, procedures, personnel, training, database, etc. in your functional area.

1) ACTIVITIES needed to transition

What activities should be conducted to support to transition to a single contractor? When is the most opportune time to conduct each activity (pre-transition, transition, incoming contractor)?

Activities to transition functional area to one contractor	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Training organization structure, processes & procedure differences		X	X
2. Learning Management System a. ANL-W using separate database systems to track site-wide, facility, security training b. BBWI using one database, different from any at ANL-W		X	X
3. ANL-W training matrix not implemented			X
4. Computer Firewall between BBWI & ANL-W (See WBS 12.12 – Information Management Cyber Security)			X
5. Application of graded approach to training – differing philosophies			X
6. Training courses – differences in course content/delivery			X

2) GAP(S)

In your functional area, identify gap(s) that may inhibit a smooth transition. Please list below. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

- #1 Training organization structure, processes & procedures
- #2 Learning Management System
- #3 Training matrix

- #4 Computer firewall (See WBS 12.12 – Information Management Cyber Security)
- #5 Training courses differ in content/delivery

3) Other

Are there issues or concerns outside of your functional area that may inhibit the consolidation? If so, please list. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

- Training will rely on Information Management to manage firewall issues (See WBS 12.12 Information management Cyber Security)

4) Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.

- None

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GAP/RISK DESCRIPTION FORM

Training Organization Structure, Processes & Procedures

Please complete one form per gap.

- a) Describe the gap(s) that affects the integration of ANL-W and INEEL.

The training organization structures differ between the two sites; ANL-W has a decentralized training program while the INEEL program is centralized. Training procedures as well as the methods of training implementation differ between the two organizations.

- b) Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)? (Risk 1 = minimal consequence on January 31, 2005; Risk 5 = operational barrier to laboratory on January 31, 2005)

Risk: 2

Description: Minor consequences at the time of integration.

- c) What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Determine what the organization/structure of the new training program will look like for the INL and implement; for the short term, decide what procedures and processes will be used to manage training.		New Contractor	INL

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GAP/RISK DESCRIPTION FORM

Learning Management System/Training Records/Data Tracking

Please complete one form per gap.

- a) Describe the gap(s) that affects the integration of ANL-W and INEEL.

Learning management system – ANL-W is using separate database systems to track site-wide, facility, and security training. BBWI is using one database for all training. This database is different than any that ANL-W is using. Also the reporting and processes for maintaining hard copy training records need to be established.

- b) Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)? (Risk 1 = minimal consequence on January 31, 2005: Risk 5 = operational barrier to laboratory on January 31, 2005)

Risk: 2

Description: Minor consequences at the time of integration.

One training data source that all facilities at the INL have access to is needed to verify qualification prior to assigning work. This is essential for maintenance of ISM. This is important as resources have the potential to be moved from area to area. Until this single data source is established, the new contractor may have to institute a work around.

- c) What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Identify training data management system to be utilized.			INL
2. Identify what should be migrated to the data management system, to include courses, qualifications, job codes, etc.			INL
3. Complete data migration to new system.			INL

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GAP/RISK DESCRIPTION FORM

Training Matrix

Please complete one form per gap.

- a) Describe the gap(s) that affects the integration of ANL-W and INEEL.
ANL-W has not implemented a site-wide training implementation matrix.
- b) Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)?
(Risk 1 = minimal consequence on January 31, 2005; Risk 5 = operational barrier to laboratory on January 31, 2005)

Risk: 1

Description: Training programs at ANL-W are conducted in accordance with the ANL-W Quality Assurance Plan as well as the Argonne West Procedure 4.1 "Training" that describes the program. A management decision was made not to assign the limited training resources the task of creating the training implementation matrix; the matrix was determined to be nonessential for conducting a successful training program. Absence of a training implementation matrix for ANL-W is not expected to present a major obstacle to training for the incoming contractor.

- c) What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

Assuming the contractor will determine a need for a training implementation matrix that encompasses the entire INL:

	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Designate resources to work on matrix.			INL
2. Submit training implementation matrix to DOE for approval.			INL

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GAP/RISK DESCRIPTION FORM

Training Course Content

Please complete one form per gap.

- a) Describe the gap(s) that affects the integration of ANL-W and INEEL.

Course content is written to meet regulatory requirements, but the site-specific content will need to be updated to include the broader audience and to verify compliance with regulatory requirements that are defined for the new contract.

- b) Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)? (Risk 1 = minimal consequence on January 31, 2005; Risk 5 = operational barrier to laboratory on January 31, 2005)

Risk: 2

Description:

Course content may be site-specific and will need to be updated to ensure employees maintain proficiency. This is important as resources have the potential to be moved from area to area. Examples include work control processes, lockout/tagout, hazard communications, and so on.

- c) What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Identify courses that contain facility or site-specific information.			INL
2. Update course content as appropriate.			INL